

PARALEGAL

NATURE OF WORK

This is para-professional legal assistance work.

Work involves performing legal research, analyzing and compiling information, preparing drafts of legal documents, interviewing witnesses, investigating cases and maintaining the law library. General supervision is provided by an attorney or other administrative superior, with latitude for exercising independent judgment permitted in areas not involved in legal decision making. Work is reviewed in the form of accuracy, compliance with departmental policies and protocols, and results achieved.

EXAMPLES OF WORK PERFORMED

Researches and analyzes legal sources such as statutes, ordinances, judicial decisions, constitutions, Federal and State regulations, etc.

Gathers and reviews data required to prepare a variety of legal documents; assists in the preparation of routine legal documents such as pleadings, contracts and other documents; prepares correspondence and reports.

Takes statements from witnesses and other involved parties; takes photographs for use in the preparation of cases; determines what reports, notes or further interviews are needed; interviews defendants who contact the Prosecution Division to discuss minor traffic infractions (i.e. parking, no valid registration, insurance, etc.); interviews defendants in Juvenile Court cases.

Performs title research as required using information from the Register of Deeds, County Assessor or any other agency as may be appropriate.

Investigates and assembles documentation and evidence related to assigned case; e.g. maintains a trial notebook.

Obtains trial dates and times for court hearings and discovery; files pleadings and other court documents; tracks cases and hearing dates.

Assists attorneys in preparing for and conducting cases for trial; assists with the preparation of exhibits, instructions, briefs and other documents.

Maintains case files and electronic databases related to areas of responsibility; assists in maintaining the internal filing system of the Law Department.

Assists attorneys in taking, reviewing and summarizing depositions.

Assists in maintaining legal library, both the printed and automated version; acts as liaison with publishing companies.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of legal terminology and legal drafting methods.

Knowledge of legal research techniques, including standard legal research methods and computerized research methods such as CD-ROM and Westlaw.

Ability to locate and interpret statutes, ordinances, judicial decisions, State and Federal laws and regulations and similar legal sources of law based on the context of legal issues presented.

Ability to identify facts/issues which may require further evaluation, and to prepare routine legal documents.

Ability to communicate effectively with co-workers and the public, in person and telephonically.

Ability to establish and maintain effective working relationships with the public, co-workers, court and law enforcement officials.

Ability to understand complex oral and written instructions.

Ability to establish and maintain effective and efficient filing systems.

Skill in the operation of modern office equipment and computer applications including word processing, case management, legal research and litigation support software.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by an associate degree in paralegal studies or related field plus considerable experience as a paralegal, legal secretary or similar position.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience assisting attorneys in organizing and preparing legal cases, or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director